

Subject: Overtime Pay Procedures Policy

Effective Date: March 07, 2008

Approved By: Board of Directors

Policy: It is the policy to provide for payroll procedures that will deliver overtime pay in accordance with applicable federal and state laws.

Procedure:

1. Employees within non-exempt positions shall receive compensation for approved overtime work as follows:
 - a. Paid at straight time (the regular hourly rate of pay) for all hours worked up to 40 hours in any given workweek; paid at straight time (the regular hourly rate of pay) for all hours worked up to 8 hours in any given workday. The workweek is defined as beginning at 12:00 Midnight on Sunday and ending at 11:59 p.m. on Saturday.
 - b. Paid one and one-half times the regular hourly rate of pay for all hours worked beyond 40 hours in any given workweek; paid at one and one-half times the regular hourly rate of pay for more than 8 (but less than 12) hours worked in any given workday.
 - c. Paid two times the regular rate of pay for all hours worked on the seventh consecutive workday in any given workweek; paid at two times the regular hourly rate of pay for more than 12 hours worked in any given workday.
2. Supervisors will attempt to provide employees with reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.
3. Normally, payment for overtime will be included in the regular payroll check covering the period in which such overtime is worked, provided that the time record accurately reflects all overtime worked at the end of the pay period.

Original Policy 02/27/01

Revised Policy 03/07/08